

**Minutes of the Annual Meeting of
Tetsworth Parish Council
Held in the Memorial Hall, Tetsworth
at 7.30pm on Monday 11th May 2015**

Present: Cllr. Karen Harris (KH) – Chair
Cllr. Hazel Bottone (HB)
Cllr. Paul Carr (PC)
Cllr. Ted Peycke (TP)
Cllr. Marjorie Sanders (MS)

Officer: Sarah Pullen (SP)

Members of the Public: There were 4

080/15 The meeting opened with KH presiding.

081/15 Election of Chair
HB nominated Karen Harris and MS seconded - UNANIMOUS
Resolved: That Karren Harris be elected Chairman of Tetsworth Parish Council – UNANIMOUS

082/15 To Receive the Chairman’s Declaration of Acceptance of Office
KH accepted her election as Chairman and signed the Declaration of Acceptance of Office.

083/15 Election of Vice-Chair
MS nominated Alan Martin and KH seconded – UNANIMOUS.
Resolved: That AM be elected as Vice Chairman.

084/15 Apologies for Absence
Alan Martin (AM)

085/15 To receive Declarations of Interest
To receive any declarations of interest from Councillors relating to items to be considered at the meeting in accordance with the provisions of the Councils Local Code of Conduct.
There were none.

086/15 Minutes of the Council Meeting held on Monday 13th April 2015 to be signed as a correct record.
Resolved: That these minutes are a correct record and that they be signed by the Chairman – UNANIMOUS.

087/15 Matters arising from the minutes (not on the agenda)
Some residents of Parkers Hill have indicated that they were willing to support Andy Mayes in his role as Parish Path Warden and will be joining his ‘footpath team’.

088/15 Update of the Actions List

Ref.	Action required	Resp.	Progress
222/14	Glen Marriott to start works on the skate-park.	HB	COMPLETE
007/15	MS to order bridge for the Forest School and initiate legalising agreement	MS	Bridge COMPLETE. Site agreement drafted
010/15	Prepare a list of TPO trees	AM	Just photos of trees in leaf to complete survey
011/15	KD to contact solicitor to verify map supplied for Turning Circle	KD	Ongoing

012/15	To ensure 'Transparency Code' is implemented before audit.	Clerk	Available for implementation
016/15	Obtain revised valuation of Knapp Cottage land transfer and instruct solicitors to raise transfer documentation.	AM	Proposal to Mr & Mrs Armstrong being prepared to include a price reflecting additional marginal areas of land, outstanding rental and PC costs

089/15 County Councillor's Report

There was no report.

090/15 District Councillor's Report

There was no report. Stephen Harrod is now our local District Councillor.

091/15 To receive the Monthly Financial Report

The Annual Statement of Account and Asset Register for the year ending 31 March 2015 were presented.

Resolved: To approve Sections 1 and 2 of the annual return for year ending 15 March 2015 – UNANIMOUS.

The forthcoming loss of the Parish Clerk required the appointment of a replacement Responsible Financial Officer (RFO). Denise Allnutt of SKP Solutions had offered to take on the role. The Council welcomed this approach and agreed to negotiate a contract and fee for the service.

Resolved: To appoint Denise Allnutt of SKP Solutions as the Responsible Financial Officer - UNANIMOUS.

TSSC had a replacement tractor on trial, but were not yet in a position to quantify the financial support they may seek from the Council.

VAT of £509.91 was available for reclaim.

092/15 To approve Expenditure and sign the following cheques:

Sarah Pullen – Clerk	£350.00
Came & Company – Insurance premium	£938.95
Public Works Loan (BACS 1 Jun 15)	£1315.22
Glenn Marriott - Skate-ramp repairs	£1954.81

Resolved: To accept the above expenditure and to pay by BACS/Cheque as required – UNANIMOUS

093/15 PATCH/ Skatepark.

HB reported a number of minor maintenance issues in the PATCH which require attention prior to the annual inspection which was due in July 15. These include the yellow wires which are worn, the gate and the bridge. The Bark also needs raking as the mats are exposed. HB to book the inspection. Following its repair, the skate-ramp is once again proving to be a popular facility being well-used by village youngsters. It was noted that there is a group locally who are applying for grants to upgrade the area.

094/15 Forest School

MS has drafted a 3 year zero cost lease for the operation of the Forest School which has now been registered as the Tetsworth Outdoor Learning Centre charity. She will circulate this draft for comment by Councillors. The creation and initial operation of the facility has been an outstanding success and plans were already being made for further development of the site, including purchase of materials to build a 'natural' shelter and toilet. Quotes have been received for the natural materials required for this (Oak, Wattle and Daub, Living Roof) and are approximately £7000. Grants will be applied for from Cozens Bequest, and Asda.

- 095/15 Review of Annual Parish Meeting
 The Annual Parish Meeting was a very positive meeting and received good feedback. There were some concerns about parking by the school.
Resolved: To contact PCSO Michelle Jacques to request her presence during school pick up/collection times.
- 096/15 Planning
 It was agreed that MS will oversee planning issues whilst there is no Clerk available. She will respond to applications on the Councils behalf.
- Planning Applications**
 P15/S075/HH – 52 High St, Tetsworth
 Demolition of existing rear extensions and erection of new 2 storey rear extension.
 Approved – UNANIMOUS
- Planning Decisions:**
 P14/S5324/O – Mount Hill Farm, High Street, Tetsworth
 Erection of 39 dwellings with associated parking, new vehicular access and estate roads and a new school building and associated outdoor space.
 REFUSED
- Planning Correspondence:**
 There was none.
- 097/15 Village Environment
Trees adjacent to The Green
 Pruning or removal of trees on properties in Victoria Gardens adjoining the Village Green boundary has now been undertaken by Owain Devey. Once the Council receives confirmation that Rectory Homes have paid for this work, it will negotiate access to the Village Green for the firm to carry out surface water drainage outlet works as previously discussed.
- 098/15 Common and Parish Land
 KD advised that ownership of a number of parcels of common and parish land have yet to be registered with the Land Registry. She also advised that Christine Tolman has provisionally volunteered to support the Council with the administrative processes to achieve the outstanding registrations.
Resolved: To initiate a rolling programme of registration of common and parish land not already registered with the Land Registry - UNANIMOUS
- 099/15 To approve a new trustee for Cozens Bequest
Resolved: To approve Steve Lingard as Trustee of the Cozens Bequest - UNANIMOUS
- 100/15 Handover of Clerk's Duties
 In the absence of recruiting an employed Clerk in succession to SP, the Council recognised that many of the duties undertaken by the Clerk would need to be taken on by nominated Councillors. John Gilbert has volunteered to become Minutes Clerk. Handover arrangements would be agreed at a meeting of the Chairman, Clerk and those taking on the duties.
- 101/15 Correspondence
 There was none.
- 102/15 Other Matters for Discussion
 There were none
- 103/15 Date of Next Meeting
 8th June 2015
THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.58pm

Actions List

Ref.	Action required	Resp.	Progress
010/15	Prepare a list of TPO trees	AM	Survey to be completed with photos of trees in leaf
011/15	KD to contact solicitor to verify map supplied for Turning Circle	KD	Ongoing
021/15	Invite a quantified request for financial support from the organisers of the Senior Citizens' Christmas party	Clerk	Ongoing
022/15	Prepare a Statement of Requirement for Council office and storage space in the Memorial Hall for submission to the Hall Committee	KH/Clerk	Ongoing
024/15	Advertise availability of a village allotment and include Mr & Mrs Abel on a Waiting List	Clerk	Ongoing
025/15	Prepare a formal allotment tenancy agreement with the successful applicant	Clerk	Ongoing
026/15	Arrange preparation of priced transfer documentation for land at Knapp Cottage	AM/Clerk	Ongoing
027/15	Complete proformas of declaration or amendment to previous declarations of pecuniary interest	Councillors	
028/15	Prepare draft contract and fee for appointment of replacement RFO	KD	
029/15	Book RoSPA annual inspection of PATCH and skate-ramp	HB	
030/15	Circulate draft Forest School agreement for comment	MS	
031/15	Invite neighbourhood PCSO to enforce safe car parking at school drop-off and pick-up times	Clerk	
032/15	Develop plan for registration of all common and parish land with the Land Registry	KD	
033/15	Advise Cozens Bequest Trustees of approval of Steve Lingard as a new Trustee	Clerk	
034/15	Arrange a meeting to agree handover arrangements for Clerk's duties	Clerk/KD	